

AGENCY			
CYCLE		SYSTEM	
PREPARED BY			

6.2.4.3.4	Disbursements - Travel	Effective Date:	July 1, 1991	
		YES	NO	N/A
6.2.4.3.4.a	Are written procedures established consistent with state of Washington Travel and Transportation Regulations?			
6.2.4.3.4.b	Are formally adopted, written internal policies and procedures established to control the utilization of meals, coffee, and light refreshments at meetings and formal training sessions?			
6.2.4.3.4.c	Is authorization of travel exercised through use of a Travel Authorization Form (A40), or other equally effective means?			
6.2.4.3.4.d	Are Travel Expense Vouchers signed by the employee and approved by the agency head or authorized designee?			
6.2.4.3.4.e	Are Travel Expense Vouchers of agency heads signed by the chief financial officer certifying that the reimbursement complies with state travel regulations?			
6.2.4.3.4.f	Are Travel Expense Vouchers and supporting documentation of agency heads reporting to the governor submitted for review to the Office of the Governor every six months?			
6.2.4.3.4.g	Are Travel Expense Vouchers and supporting documentation of agency heads not reporting to the governor submitted for review to the appropriate appointing authority every six months?			
6.2.4.3.4.h	Are written procedures established for authorization and payment of official transportation by common carrier?			
6.2.4.3.4.i	Are air transportation purchases made in accordance with the Department of General Administration's air travel program requirements (when operational); or until then, are they made in accordance with the state of Washington Travel and Transportation regulations?			
6.2.4.3.4.j	Is reimbursement for air transportation in an amount greater than that Department of General Administration's air fare schedules approved in writing in advance by the agency head or authorized designee?			
6.2.4.3.4.k	Is the approval for air transportation in item "j" above in accordance with the conditions found in the Department of General Administration's air fare contract?			

6.2.4.3.4.l	Is reimbursement for non air transportation in greater than tourist class or its equivalent approved in writing in advance by the agency head or authorized designee?			
6.2.4.3.4.m	Has written approval for travel outside the continental USA (excluding the one exception found in the state of Washington Travel and Transportation Regulations for portions of Canada) by employees of agencies reporting to the Governor been provided by the Office of the Governor?			
6.2.4.3.4.n	Has written approval for travel outside the continental USA (excluding the one exception found in the state of Washington Travel and Transportation Regulations for portions of Canada) by employees of agencies not reporting to the Governor been provided by the appropriate appointing authority?			
6.2.4.3.4.o	Is, prior to payment, the agency copy of the Transportation Request matched to the transportation provider's copy, or the customer copy of the credit card receipt (attached to the Travel Expense Voucher) or is it matched to the monthly statement from the credit card company?			
6.2.4.3.4.p	Are unissued credit cards and blank stock of Transportation Request forms inventoried at least quarterly and kept under lock?			
6.2.4.3.4.q	Are persons who authorize commercial transportation not to receive tickets or use the transportation?			
6.2.4.3.4.r	Is the employee responsible for the choice of locations and facilities required to submit justification in writing to the agency head or authorized designee when a convention, conference, or meeting is held at a non state facility and involves attendance of ten or more state employees?			
6.2.4.3.4.s	Is written approval of the agency head or designee obtained prior to authorizing direct billing to the agency and direct payment by an individual of the agency responsible for payment of travel allowances?			